

Quotation Request //

US Government Publishing Office

Southcentral Region
infosouthcentral@gpo.gov
Washington DC 20401-0000

JACKET:747-016

Quotations are Due By:
(Eastern Time)11:00 AM on 02/28/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Postcard Mailings - Fort Worth and Lubbock

QUANTITY: 5200 Total Postcards. 4 Items (See Description)

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to the Southcentral Regional Office at (214) 767-0451 x4.

Contractor must maintain 100% accountability in the accuracy of imaging and mailing of all pieces throughout run. The Contractor must ensure that there are no missing or duplicate pieces and/or pieces with mis-imaged data. The Contractor must also ensure that no defective pieces enter the mail stream.

SECURITY WARNING: It is the contractor's responsibility to properly safeguard personally identifiable information (PII) from loss, theft, or inadvertent disclosure and to immediately notify the Government of any loss of personally identifiable information. PII is "information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone, or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, mother's maiden name, etc." (Ref.: OMB Memorandum 07-16.) Other specific examples of PII include, but are not limited to:

- a. Personal identification number, such as passport number, driver's license number, taxpayer identification number, or financial account or credit card number;
- b. Address information, such as street address or personal email address;
- c. Personal characteristics, including photographic image (especially of face or other distinguishing characteristic), fingerprints, handwriting, or other biometric image or template data (e.g., retina scans, voice signature, facial geometry).

SECURITY CONTROL PLAN: The contractor shall maintain in operation, an effective security system where items by these specifications are manufactured and/or stored (awaiting distribution or disposal) to assure against theft and/or the product ordered falling into unauthorized hands.

Contractor is cautioned that no Government provided information shall be used for non- government business. Specifically, no Government information shall be used for the benefit of a third party.

The Government retains the right to conduct on-site security reviews at any time during the term of the contract.

The plan shall contain at a minimum:

- (1) How Government files (data) will be secured to prevent disclosure to a third party prior to and after termination of contract;
- (2) Explain how all accountable materials will be handled throughout all phases of production
- (3) How the disposal of waste materials will be handled;
- (4) How all applicable Government-mandated security/privacy/rules and regulations as cited in this contract shall be adhered to by the contractor.

This proposed plan is subject to review and approval by the Government and award will not be made prior to approval of same.

TRIM SIZE: 6 X 4-1/4"

PAGES: Face and back, head to head.

SCHEDULE:

Furnished Material will be available for pickup by 02/28/2023

Ship complete by 03/08/2023

F.O.B. contractor's city/origin - See Below

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to maria_escamilla@txnd.uscourts.gov; anne_brabham@txnd.uscourts.gov and dbuckey@gpo.gov.

The subject line of this message shall be "Distribution Notice for Jacket 747-016/Requisition 3-00006. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Postcards print in Black and Pantone 185 on both sides consisting of type and line matter plus an agency seal. Variable imaging is required on both sides. Variable data is a mailing address and Juror Participant Number printing in black.

Item #1: Fort Worth Under 70 years of Age, 3570 copies

Item #2: Lubbock Under 70 years of Age, 846 copies

Item #3: Fort Worth Over 70 years of Age, 630 copies

Item #4: Lubbock Over 70 years of Age, 154 copies

SEE ATTACHMENT 1.

If the furnished address list does not conform to the contractor's equipment, the contractor must take furnished data and reformat it to produce all of the required information using their own equipment. The contractor must notify GPO directly to resolve address list and or programming problems.

This specification includes attachment(s) that is/are an integral part of the specifications.

Note: Contractors receiving this specification via fax machine will need to go on-line to the 'Online Small Purchase Opportunities' link within the GPO Contractor Connection section at the GPO web site, located at <https://contractorconnection.gpo.gov/OpenJobs.aspx> in order to download the solicitation Attachment herewith. Contractors viewing this solicitation on-line can download the Attachment by proceeding to the end of this solicitation and clicking on the "Download Attachments" link.

All parties can obtain an e-mail copy of the attachment(s) prior to quotation deadline by e-mailing dbuckey@gpo.gov with their request. Please include jacket number in subject line, request attachments in body of e-mail, and include alternate e-mail address if other than the sending e-mail address.

No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed.

MATERIAL FURNISHED: Contractor to receive. PDF file and the purchase order will be emailed upon award. Color mode detected in CMYK. Contractor to convert to print as black and matching Red. Include these costs in quote. Excel file with all addresses will be provided by the customer directly to the contractor.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* K10, Index; White and Colors, Basis Size 25.5 X 30.5" Basis Weight 90#

COLOR OF INK:

Black and Pantone 185

MARGINS: Follow Copy Sample. Adequate Gripper.

PROOFS:

Contractor to submit one Press Quality PDF soft proof (for content only) for each item using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Email proofs on or before March 1, 2023 .

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within ONE (1) working day after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected, must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email Proofs to:
maria_escamilla@txnd.uscourts.gov
dbuckey@gpo.gov

Include GPO Jacket 747-016 number in the "Subject" line of all emails.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT".

BINDING:

Trim 4 sides.

DISTRIBUTION:

Contractor must mail 5,200 postcards by the scheduled mailing date of 3/8/2023 via Presorted First Class Mail using a Government furnished mailing indicia. Do NOT include the cost of mailing in your quote. Postage and fees are paid by the government.

The contractor must prepare mailings to maximize presort discounts and comply with USPS mailing requirements for automation compatible-mail in effect at the time of mailing. All copies must conform to the appropriate regulations in the USPS Domestic Mail Manual.

The contractor must pass entire address file against a USPS Code Accuracy Support System (CASS) certified software address hygiene program. Contractor's software must also be Presort Accuracy Validation and Evaluation (PAVE) certified. Contractor must meet USPS move requirements by passing file against the National Change of Address Link (NCOA Link) file. The contractor's mail processing software must correct addresses with the most current information from USPS databases. To provide the highest level of readability for the post office, the software must standardize abbreviations and fonts and add ZIP+4 codes and PostNet barcodes.

NOTE: After running addresses through NCOA and CASS systems, contractor is to provide an updated mailing list to Anne Brabham at anne_brabham@txnd.uscourts.gov for review prior to mailing. Contractor to remove any address that is out of the NDTX boundaries- list will be provided after review of NCOA addresses.

All possible methods to determine if the mailing addresses are accurate must be utilized. Any addresses that are determined to be undeliverable must be pulled from the file. A report of address corrections and undeliverables must be completed and sent to maria_escamilla@txnd.uscourts.gov & anne_brabham@txnd.uscourts.gov. If the mail piece doesn't have an endorsement on it, that mail piece should not forward or return.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service Manual for

Domestic Mail. The contractor must prepare mailings to maximize presort discounts and comply with USPS mailing requirements for automation compatible-mail in effect at the time of mailing. The contractor must submit the appropriate USPS documentation with their voucher as proof of mailing.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <https://contractorconnection.gpo.gov/>.

COMPLIANCE REPORTING:

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by faxing to efaxdallas@gpo.gov or at 800-865-5193. Personnel receiving the fax will be unable to respond to questions of a technical nature.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Electronic Media
P-10. Process Color Match	File Output

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

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Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=747016>